

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held virtually on Thursday, April 8, 2021.

Present: Michael Conley-Kuhagen; Supervisor Lindsay Dorff; Kathryn Dykes; Craig Huxford; Laura McCoy, Vice Chair

Excused: Supervisor Tom Lund, Chair; Supervisor Randy Schultz

Also Present: Erik Pritzl; Executive Director
Samantha Behling; Hospital & Nursing Home Administrator
Jenny Hoffman; Community Services Administrator
Eric Johnson; Finance Manager
Cathy Foss; Office Manager

1. **Call Meeting to Order**
The meeting was called to order by Vice Chair McCoy at 6:06 pm.
2. **Approve / Modify Agenda**
DORFF / CONLEY-KUHAGEN moved to approve the April 8, 2021 agenda.
The motion passed without a negative vote.
3. **Approve Minutes of March 11, 2021 Human Services Board Meeting**
DORFF / DYKES moved to approve the minutes dated March 11, 2021. The motion passed without a negative vote.
4. **Public Comment**
No members of the public attended virtually.
5. **Executive Director's Report**
Executive Director Erik Pritzl highlighted items from his report.

General Updates

- HHS Offices are publicly accessible and service arrangements are by appointment. Some lobby services are available in Economic Support. We are gradually bringing staff back. HHS Department supervisors and managers will start to return to their work sites at 80% of their work weeks (1 day of telework) starting the week of April 26. Still looking at how telework will work in our future.
- Our Enterprise System Analyst II joined the staff on March 22. He will be focusing on basics and mechanics of the electronic health records for the department to free up our system analysts.
- The Green Bay Packers, NWTC and Brown County participated in a press conference on March 22 announcing the Children's Charity Golf Classic tournament with a goal of raising \$1M for an endowment to support post-secondary education for children and youth affected by traumatic experiences or involved with foster care.
- COVID 19 Vaccine eligibility has been updated to everyone 16-years-old and older. There are various locations to obtain the vaccine including pharmacies, UW-GB, Lambeau Field, etc. People still need to register for an appointment. Public Health has done a lot of work on equity planning including transportation. Best resource for up-to-date information is www.Stayhealthybc.com.

Emergency Rental Assistance Program

This program can cover up to 12 months of rental arrearages and/or rental assistance and is off to a great start. Health & Human Services has been working closely with NEWCAP and Planning and Land Services on getting the program going. As of our meeting, just over \$739,000 of assistance has been authorized.

Community Development Block Grant–Coronavirus

The Department of Administration intends to award Brown County with the funds requested for activities to support Shelter Operations, Temporary Housing, Eviction Response and Renter Assistance, and Food Insecurity related to the COVID 19 pandemic. Department staff are working to get all of the conditions met to receive the funding.

Community Services Updates from Jenny Hoffman

Utilities can start being disconnected for the first time in 18 months. Economic Support is gearing up to assist individuals with various resources where we serve as the first point of contact. We will refer consumers to other agencies if they do not qualify for Energy Assistance through our program.

April is Child Abuse and Neglect Prevention month. We are reaching out to community providers and providing information and awareness.

The Alcohol and Other Drug Addiction (AODA) program within the outpatient clinic at Community Treatment Center is resuming in-person groups starting April 12. We are starting with small groups to allow for social distancing.

Our relatively new Health & Human Services: Community Services Facebook page has been posting resources regarding assistance for utilities, emergency rental, childcare and other programs available to consumers throughout Brown County.

HUXFORD / CONLEY-KUHAGEN moved to receive and place on file the Executive Director's report for April 2021. The motion passed without a negative vote.

6. CTC Administrator Report including NPC Monthly Report

Samantha Behling, Hospital & Nursing Home Administrator, highlighted items from her report.

COVID-19

Community Treatment Center has been COVID 19 outbreak free for a considerable time. Our Nursing Home has reopened visitation to families by appointment to ensure it is being done safely. The Nursing Home previously tested for COVID two times per week, and it has decreased to one time every other week; it will continue to lessen as long as we remain low in cases. We have contracted with local pharmacies for vaccines for new admissions and for any other residents who may change their minds and decide to receive the vaccine.

Nicolet Psychiatric Center (NPC)

Our staff is currently working on regulatory changes in the area of client access to information and electronic notifications of admissions, discharges and transfers. This is access to information including communication between service providers and primary care physicians.

Regulatory Concerns

Bayshore Village completed a self-report to DHS following a reportable event. The Nursing Home remains within the window for the unannounced annual re-certification survey and our staff is working hard to be sure there are no deficiencies.

Hospital Grievances

No grievances were filed.

Basic Medical Screening Procedures, Crisis Center Addition

The Crisis Center should be operational at CTC in early June. All the medical screening materials have finalized and submitted to psychiatric hospitals for final review. A grant application was submitted to DHS for additional funding for the crisis system's improvement project.

Other

The Healthcare worker crisis is only getting worse making it even more difficult to hire employees. There are fewer CNAs going into the training, and healthcare workers are leaving the profession. We established a work group with staff and supervisors to look at how we can work more efficiently with lesser staff and want to reduce mandatory overtime. We have already increased the hourly wage rate for non-benefit eligible employees, and we do confirm with other Counties that our hourly rates are competitive.

Bayshore Village is working on a quality improvement project relating to Case Mix Index (CMI) which is used for determining the allocation of revenue according to patient acuity. We want to ensure we are capturing everything for reimbursement to increase our revenues.

DORFF / CONLEY-KUHAGEN moved to receive and place on file the CTC Administrator Report for March 2021. Motion carried without a negative vote.

7. **Financial Report for Community Treatment Center and Community Services**
Finance Manager Eric Johnson highlighted items from his April 2021 report.

Community Treatment Center

Revenues are lower due to census, but we are back on track with budgeted census. There is a possibility for some special COVID funding to help supplement revenues to make up the shortfall. We are in the pre-audit close for 2020 accounting, and it looks as though CTC will end favorably for 2020.

Community Services

Community Services is very close to budget for revenues and expenses -- two tenths of a percent in variance = \$97K. We provide conservative revenue estimates at the beginning of the year for the first two months. Expenses are very close to budgeted level, with a few areas -- residential care, youth correctional facilities, and Technology Services charges are running high. Travel and Training are below budget, so it is making up for the increase in other areas.

HUXFORD / DORFF moved to receive and place on file the April 2021 Financial Reports for Community Treatment Center and Community Services. Motion carried without a negative vote.

8. **Statistical Reports a, b, & c**

- a. Monthly CTC Data -- Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
- b. Child Protective Services -- Child Abuse/Neglect Report
- c. Monthly Contract Update

DORFF / CONLEY-KUHAGEN moved to suspend rules and take Statistical Reports 8a through 8c together. Motion carried without a negative vote.

DORFF / CONLEY-KUHAGEN moved to receive and place on file the Statistical Reports 8a through 8c. Motion carried without a negative vote.

9. **Request for New Non-Contracted Provider & New Provider Contract**

CONLEY-KUHAGEN / DORFF moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract Reports for April 2021. Motion carried without a negative vote.

10. Adjourn Meeting:

HUXFORD / CONLEY-KUHAGEN moved to adjourn. Motion passed without a negative vote.

Vice Chair Laura McCoy adjourned the meeting at 6:40pm.

Next Meeting: Thursday, May 13, 2021 at 6:00 pm.

Respectfully Submitted,
Catherine Foss
Office Manager